

GUIDANCE

Special consideration

Guide to the data submission process

ofqual

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Introduction

In order to fulfil our regulatory and accreditation functions as set out in the [Apprenticeships, Skills, Children and Learning Act 2009](#), we require awarding organisations to provide exams delivery data for regulated qualifications.

When will data be collected?

Data will be collected according to the [reporting schedule](#) which is agreed and maintained by Ofqual's data services team.

What data will be collected?

Special consideration data will be collected for GCSE, GCSE linear, GCSE full course, GCSE short course, AS and A level.

File format

The file must be CSV format and the first row must be headers as displayed in the '**Name**' column of the table below. The subsequent rows must have the values of the data to be reported which must match the format and validation rules below.

General completion guidelines

In accordance with General Condition of Recognition B4, we require data for A levels, AS and GCSEs for the following data sets:

- Numeric values must not have any formatting.
- Cases that are withdrawn should have -2 entered in the rejection reason field.

Name	Description	Position	Validation Regular Expression	Description of Regular Expression
Exam series	Exam series data relates to e.g. June 2019	1	^(June)([][0-9][0-9][0-9][0-9])\$	Full month name of exam series and year.
Reporting date	Date the file was due to be submitted regardless of when it was actually uploaded. Format accepted 120 ODBC canonical yyyy-mm-dd .	2	^(20)\d\d[-](0[1-9] 1[012])[-](0[1-9] 1[12][0-9] 3[01])\$	The date in the following format: year (four digits), a dash, month (two digits), a dash, day (two digits).
Awarding Organisation	Name of the awarding organisation	3	^{1,100}\$	One, to one hundred characters accepted
Centre No.	Centre number (NCN)	4	^d{1,5}\$	Up to five digit integer accepted
Request identifier	Unique request identifier issued by AOs special consideration systems.	5	^{1,25}\$	One, to twenty five characters accepted.
Unique Candidate Identifier	Unique Candidate Identifier (UCI)	6	^{1,13}\$	Alpha numeric 13 characters accepted.
QAN	Qualification Accreditation Number e.g. 123/1234/1	7	^{1,10}\$	One, to ten characters accepted -2 also accepted for candidates not certificating, taking units that can be used against either AS or A level specifications.
Specification title	Specification title also known as subject title	8	^{1,150}\$	One, to one hundred and fifty characters accepted. -2 also accepted

Specification code	Specification code also known as Subject Award Code and Cash-in Code	9	^.{1,7}\$	One, to seven characters accepted -2 also accepted
Qualification level	Level of qualification e.g. GCSE	10	^(GCSE GCSE linear GCSE short course GCSE full course AS A level App A Level Db App A Level Sgl App AS Db App AS Sgl GCE A level)\$	One of the following list: GCSE, GCSE linear, GCSE short course, GCSE full course, AS, A level, App A Level Db, App A Level Sgl, App AS Db or App AS Sgl. 'GCE A level' also accepted for candidates not certificating, taking units that can be used against either AS or A level specifications.
Unit/component description	Unit or component identifier	11	^.{1,10}\$	One, to ten characters accepted
Assessment type	To indicate type of assessment, internal or external.	12	^(Internal External)\$	Internal or External accepted.
Request date	Date request made. Format accepted 120 ODBC canonical yyyy-mm-dd .	13	^(20)\d\d[-](0[1-9] 1[012])[-](0[1-9] 12)[0-9] 3[01])\$	The date in the following format: year (four digits), a dash, month (two digits), a dash, day (two digits).
Exam/coursework date	Data assessment taken. Format accepted 120 ODBC canonical yyyy-mm-dd .	14	^(20)\d\d[-](0[1-9] 1[012])[-](0[1-9] 12)[0-9] 3[01])\$	The date in the following format: year (four digits), a dash, month (two digits), a dash, day (two digits).

Special consideration type	To indicate type of special consideration applied for.	15	^(Present but disadvantaged Absent with good reason)\$	One of the following will be accepted: Present but disadvantaged; Absent with good reason
Disadvantage category	To indicate disadvantage category	16	Accepted values as per pre-agreed list	Accepted values as per pre-agreed list. 'Absent with good reason' also accepted for absent candidates.
Specific disadvantage	To indicate specific disadvantage	17	Accepted values as per pre-agreed list	Accepted values as per pre-agreed list. 'Absent with good reason' also accepted for absent candidates.
Tariff	Percentage allowance given to candidates that were present but disadvantaged.	18	^([0-5] -2)\$	Values 0-5 accepted. -2 also accepted for absent candidates.
Status	To indicate status of request when data reported, e.g. Accepted	19	^(Accepted Rejected Pending Withdrawn)\$	One of the following: Accepted, Rejected, Pending, or Withdrawn
Rejection reason	Reason request rejected if applicable	20	Accepted values as per pre-agreed list.	Accepted values as per pre-agreed list. 'Approved' also accepted for cases that were approved. -2 accepted for withdrawn cases.

Special consideration

Evidence requested	To indicate if evidence requested	21	^(Y N)\$	Y or N accepted.
Evidence received	To indicate if evidence received	22	^(Y N)\$	Y or N accepted

Contacts

For all queries relating to the data collection process, amendments to data previously provided, or for general guidance, please contact:

Ofqual
Earlsdon Park
53-55 Butts Road
Coventry
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Email Data.Services@ofqual.gov.uk



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